



City of Seattle
Office of the Mayor

February 21, 2013

via email: 2850-61272475@requests.muckrock.com

Dear Mr. Mocek,

The Mayor's Office has received your February 14, 2013 emailed Public Records Act request for:

1) Policies and guidelines for disclosure of public records by executive branch issued since November 1, 2009, 2) documentation of the calculation of actual cost of digitizing paper records (i.e., "scanning" them), 3) documentation of calculation of the actual cost of producing photocopies of paper records, and 4) documentation of calculation of the actual cost of saving digitized records to a CDROM, along with any associated metadata. This should include but not be limited to the "Public Disclosure Policies & Guidelines for Executive Branch" memo signed November 2, 2009, by Mayor Gregory J. Nickels.

As a courtesy, I am attaching the above-mentioned document at no cost to you. We are researching what, if any, additional records are responsive to your request. We estimate that we will be able to make these records available to you by March 7, 2013.

Sincerely,

/Naomi Hillyard/
Naomi Hillyard
Public Disclosure Officer
Mayor's Office
City of Seattle